Envoy S
User Guide

Your Audio Project

Everything you need to prepare an audio project and load it onto the MegaVoice Envoy S audio player.

Table of Contents

Table of Figures

Overview

The Envoy S - one of MegaVoice's most innovative and intuitive solar digital audio players yet. Cost effective and smaller than an iPhone, the 2.4 ounce Envoy S is lightweight and also the most powerful teaching and training tool available. The intuitive raised-button keypad with four levels of navigation makes searching hundreds of hours of audio Bible content easy and accessible - even for the elderly or blind.

The Envoy S comes with onboard memory, which is programmable through the USB port with the MegaVoice Smart Loading System ^{TM}, making it simple and secure for your ministry to update content. USB hubs allow for multiple players to be loaded at the same time.

The Envoy S holds up to 800 hours of tamperproof audio content including: audio Bible, New Testament, sermons, discipleship training, music, educational or humanitarian messages, and more. The optional Solar Case Speaker is recommended for larger groups listening.

Hardware Requirements

- A Windows PC or Mac (Intel only)
- At least 1 USB port (2.0 or higher)
- At least 5GB of available disk space
- At least 1 SLS USB cable (provided by MegaVoice)
- A powered USB 2.0 hub (optional – for programming multiple players concurrently)

Software Requirements

- PC Operating System: Windows XP or higher / Mac: OS X 10.5 or higher
- File Renaming Utility (free file renaming utility recommended by MegaVoice)
- SLS^{TM} software (provided by MegaVoice)
- Microsoft .NET Framework 2.0 or higher (Please note that Microsoft .NET Framework is included by default in Windows Vista and higher. However if your XP system does not yet have the .NET Framework installed, you can download it from Microsoft: www.microsoft.com/net.)

File Structure

Structuring Rules

Please refer to the Folder Layout illustration in Figure 1 below.

- All audio files must be in MP3 format.
- Your audio project must be set up with a special folder layout.
    - Within your audio project folder must be 1 (and only 1) language folder.
    - Within each language folder must be at least 1 (and up to 8) Section folder(s).
    - Within each Section folder must be at least 1 (and up to 999) Book folder(s).
    - Within each Book folder must be at least 1 (and up to 999) MP3 audio file(s).
    - The language, Section and Book folders must be named with a 3 digit number beginning with 001.
    - The MP3 audio files may be named with free text – *as long as* they sort in the order they should be played.

The Folder Layout

Folder Layout – Envoy S
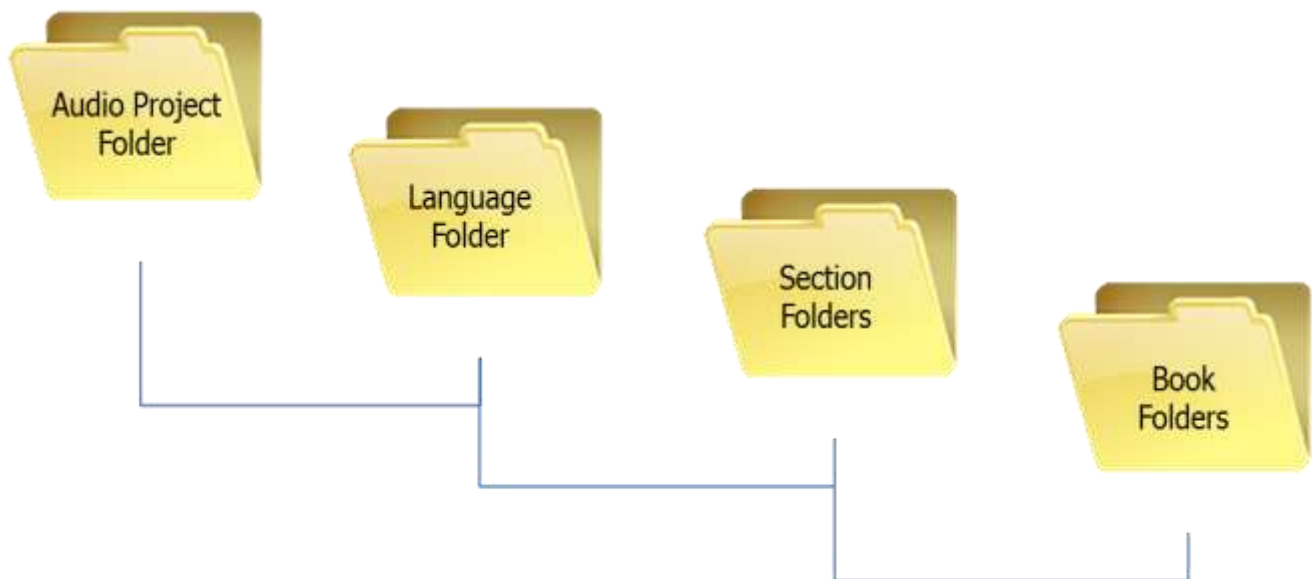
Relationship between the Envoy S keypad and folder layout

The Envoy S offers convenient navigation through hundreds of MP3 files. In order for this navigation to work, you need to decide how you want your files to be partitioned.

Let's get to know the Envoy S keypad and how the navigation buttons correlate to the required folder structure.

Figure 2: Relationship between the keypad and folder layout

This button scrolls backward through the *Books* in each Section.

This button scrolls backward through the *MP3 files* in each Book.

This button scrolls through any *Sections* that are created in your audio

This button scrolls forward through the *Books* in each Section.

This button scrolls forward through the *MP3 files* in each Book.

These buttons fast-forward or rewinds through an *MP3 file* 10-seconds at a time.

For those of you who are familiar with MP3 players or smart phones, it may be helpful to consider how we organize our music: *Artists, Albums and Songs.*

We group our songs in albums and the albums are grouped per artist. We have a very similar structure for the files on the Envoy S! MP3 files are grouped into "Books" and Books are grouped into "Sections".

A typical Bible from the MegaVoice Audio Library is divided into 3 *Sections* in the following way:

- **001**   Genesis through Job   18 "Books"
- **002**   Psalms through Malachi   21 "Books"
- **003**   Matthew through Revelation   27 "Books"

Figure 3: Section control button

Each click on the blue button will scroll to the next Section. From the last Section it will scroll to the first. There can be up to 8 Sections.

Each Section may contain one or more "Books". The top double-arrow buttons control forward and reverse navigation among the Books.

Figure 4: Book control buttons

Each click on these double-arrow buttons will scroll to the previous/next Book in each Section.

Each Book may contain one or more "Chapters". The middle set of double-arrow buttons control forward and reverse navigation through the Chapters.

Figure 5: Chapter navigation buttons

Each click on these double-arrow buttons will scroll to the previous/next Chapter.
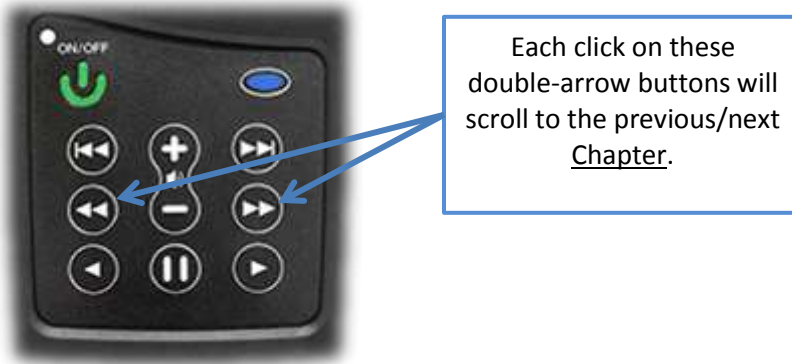
The bottom set of arrow buttons control fast forward or rewind navigation through the current Chapter (MP3 file).

Figure 6: Current chapter navigation buttons

Each click on these single-arrow buttons will fast-forward or rewind through the current MP3 file, 10 seconds at a time.
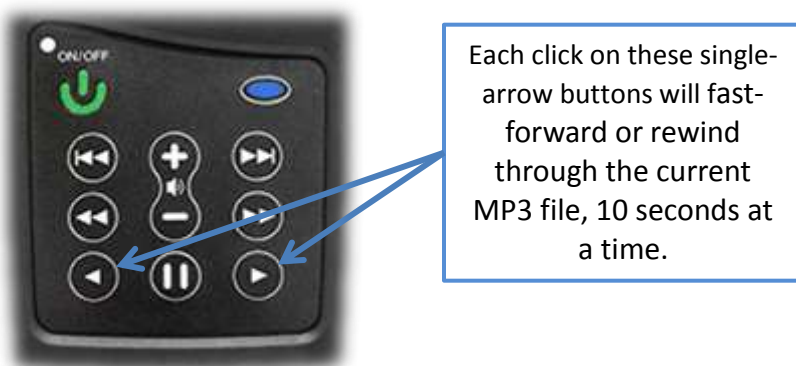
Setting up the folder layout

The Audio Project Folder

Let's use the following example. We have sets of Audio Bibles in different languages, but the structure is such that all the audio files for each Bible are together in a single folder. The individual audio files are named such that they are easily recognizable and they also sort in the order in which they should be played but that is the extent of the organization. Your audio messages may be organized differently.

We have a folder named "Audio Bibles". Within that folder we have 3 Bibles each in a folder of its own: a Dutch New Testament (Dutch-NT), an English New Testament of the KJV translation (English-NT-KJV) and a Spanish New Testament (Spanish-NT).

Within each Bible folder are all the relevant audio files (MP3), which are Chapters of the various Books. To keep the files ordered within the single folder, our naming convention is:

BibleName-BookNumber-BookName-ChapterNumber

Let's take the English-NT-KJV audio message and prepare it for the Envoy S. In order to keep the example simple, please note that only select Book and Chapter files appear. We have the first 3 Chapters of the Books Matthew, Mark, 1 Corinthians, 2 Corinthians, Jude and Revelation.
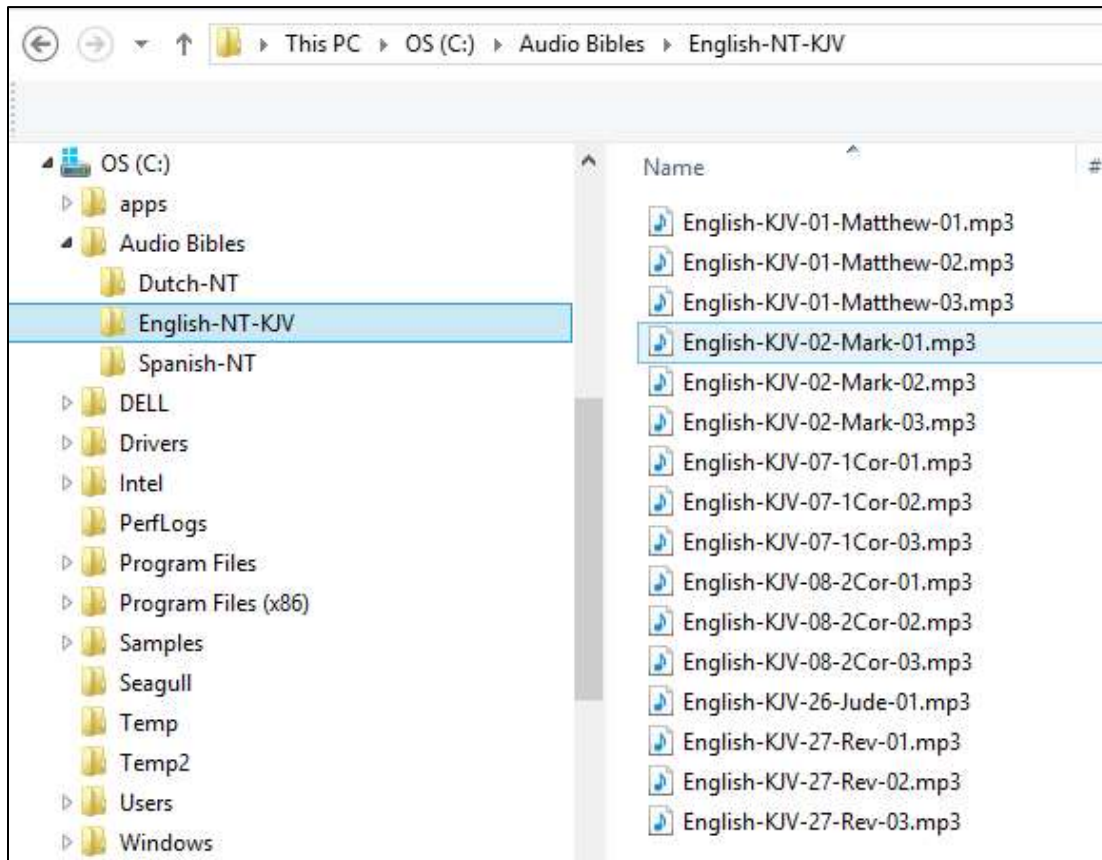
Important: In order to load the Envoy S with an audio project, it will be necessary to rename and/or reorganize the folders. Before you begin making changes to your Audio Project Folder, MegaVoice recommends that you make a copy of your project folder and make changes *to the copy* to keep your original folder intact. Then use the copy for loading the players.

So let's create a new folder within our Audio Bibles folder and call it MegaVoice. From this point on, we will refer to that folder as the **Audio Project Folder.** We'll copy the contents of the English-NT-KJV folder into it and make our changes here.
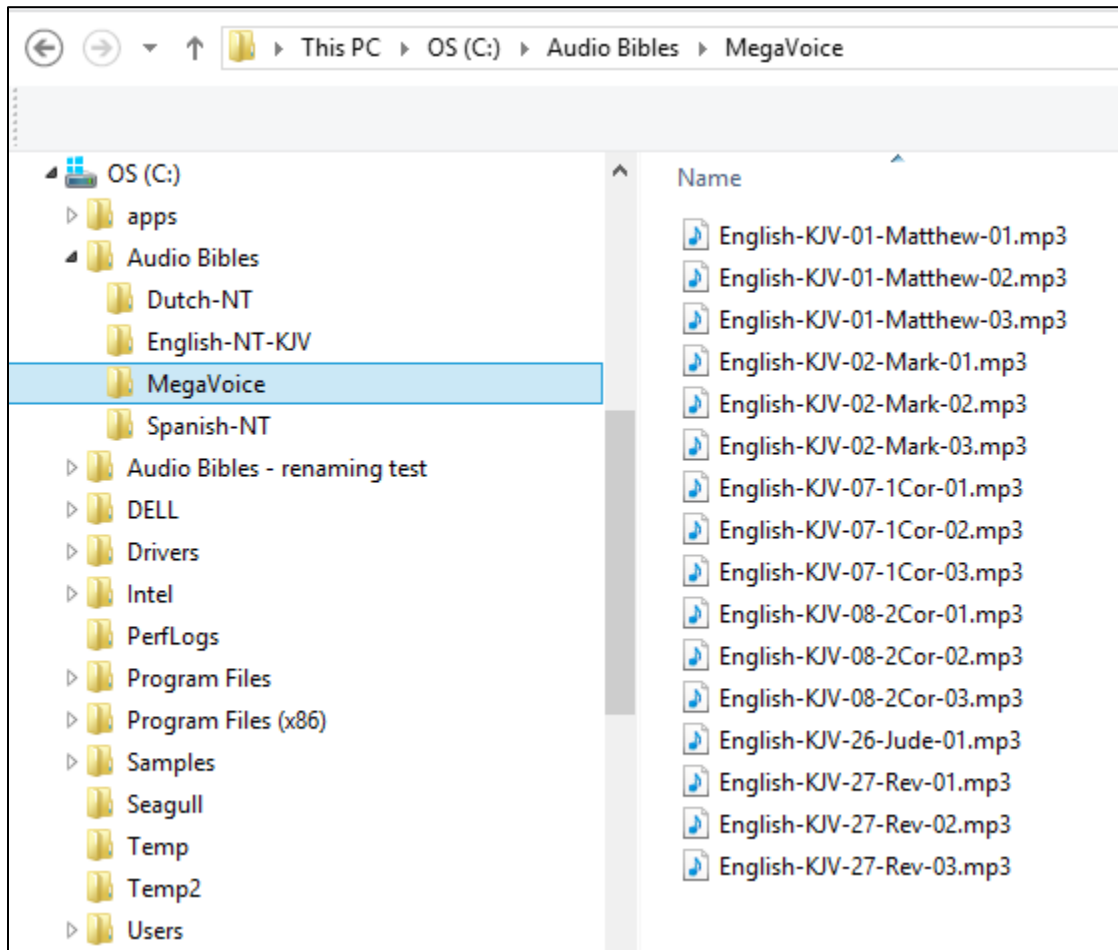
As mentioned earlier, we need to end up with the following required structure:

- Audio Project Folder
    - Language Folder (only one named "001")
        - Section Folder 1 (named "001")
            - Book Folder 1 (named "001")
            - Book Folder 2 (named "002")
            - And so on…
        - Section Folder 2 (named "002")
            - Book Folder 1 (named "001")
            - Book Folder 2 (named "002")
            - And so on…
        - And so on…

The Language Folder

First let's create the Language Folder in the MegaVoice folder. For the Envoy S, there is only one language folder and it must be named "001". Since we will end up with lots of folders with the same 3-digit sequence number, we will append a meaningful name to help us distinguish between them all. Let's name it "001-Language-English".

In a later step using a recommended file "renaming" utility we will remove the "meaningful" part of the folder names – but only after the folders are organized properly.
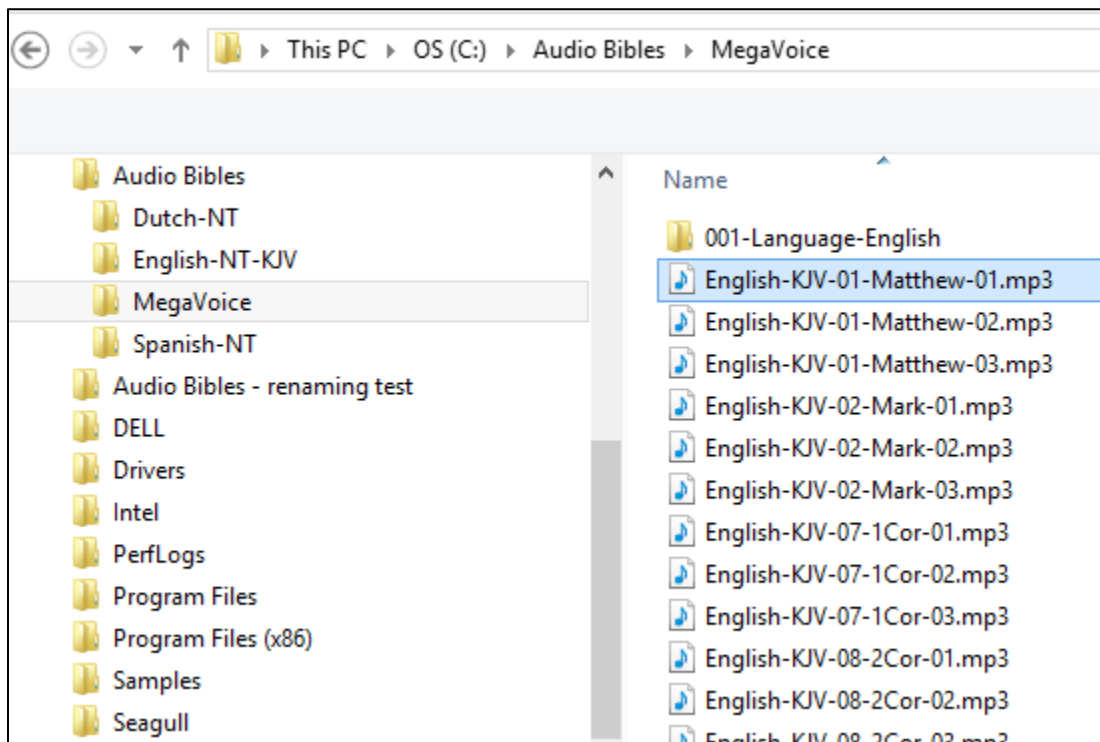
Now let's <u>move</u> all the MP3 files into the new folder "001-Language-English". There are several ways to do this. Use the method you are most comfortable with.

- Highlight all the MP3 files, right-click and choose "Cut", open the "001-Language-English" folder, right-click and choose "Paste".
- Highlight all the MP3 files and then "drag" them to the "001-Language-English" folder and "drop" them.
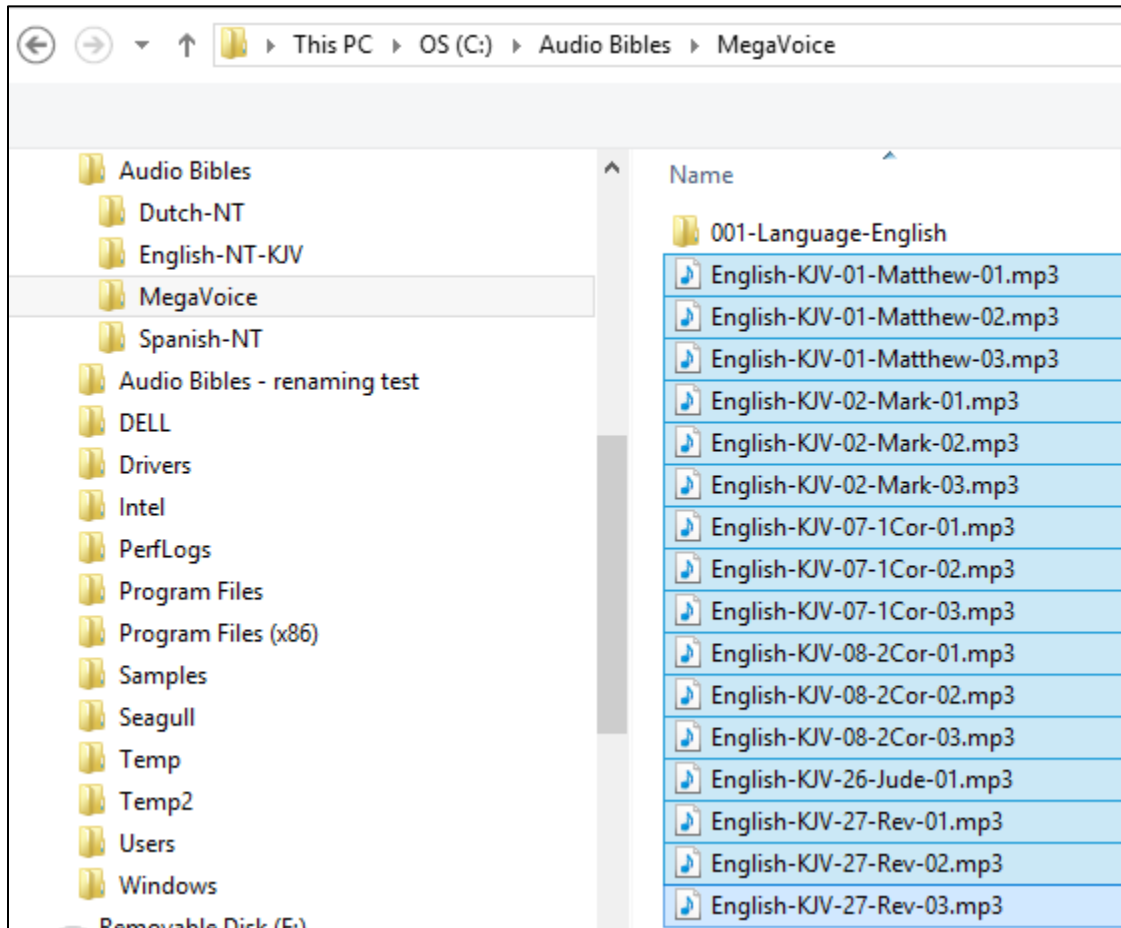
The MegaVoice folder will now contain only the "001-Language-English" folder.
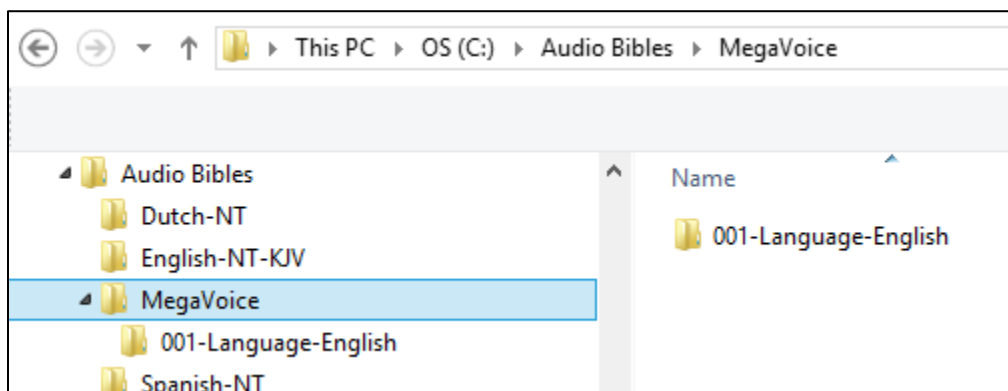
The Section Folders

Open the "001-Language-English" folder. Now we decide how we want to group our "Books" into Sections. In this example, we have only 6 Books: Matthew, Mark, 1 Corinthians, 2 Corinthians, Jude and Revelation. We want 3 Sections where the first contains Matthew and Mark, the second contains 1 and 2 Corinthians and the third contains Jude and Revelation.

In the Language folder, let's create the following Section folders: "001-Section-Matthew-Mark", "002-Section-1-and-2-Cor" and "003-Section-Jude-Rev".
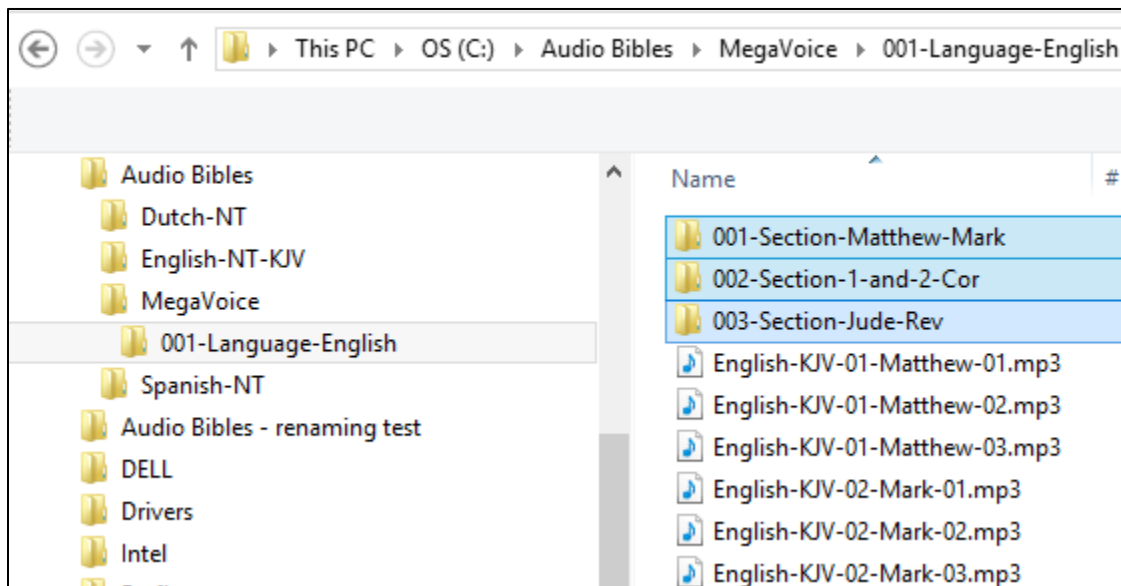
Once our Section folders are created, let's move corresponding audio files to their respective Section folder. Move all the Chapter (MP3) files for Matthew and Mark to the "001-Section-Matthew-Mark" folder. Move all the Chapter files for 1 and 2 Corinthians to "002-Section-1-and-2-Cor". Move all the Chapter files for Jude and Revelation to "003-Section-Jude-Rev".
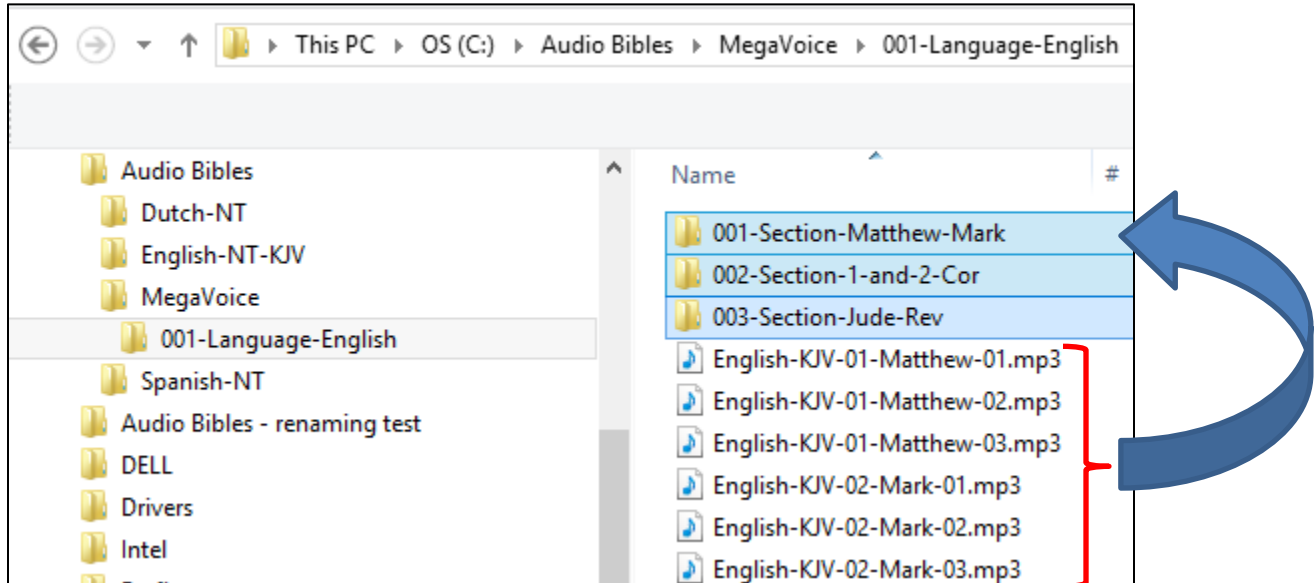
Once you do this, all that the "001-Language-English" folder should contain is our three Section folders.
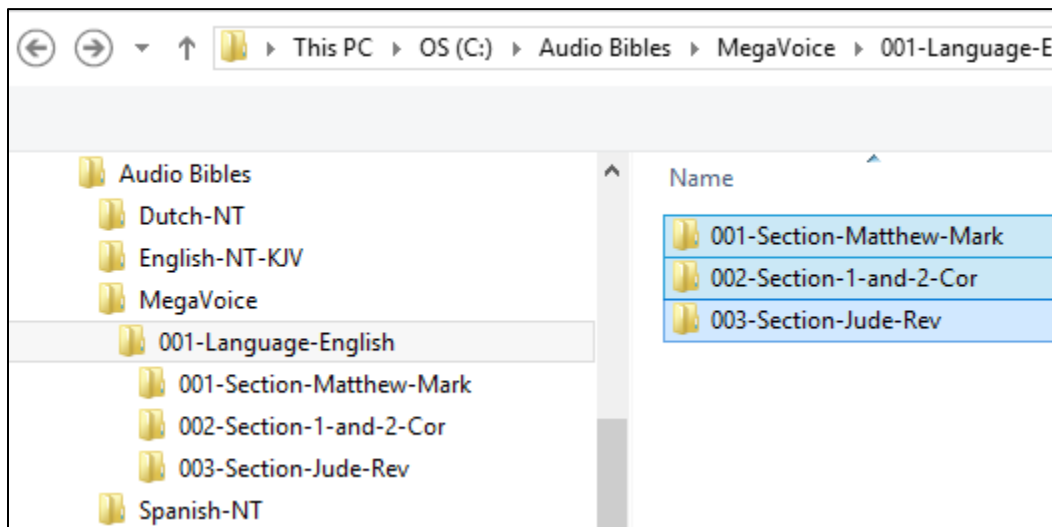
The Book Folders and Chapter Files

Now we will create "Book" folders in each of the three Section folders. Open the first Section folder, "001-Section-Matthew-Mark". Since Matthew is the first Book, create a folder named "001-Matthew". Mark, being the second Book, will need a folder named "002-Mark".
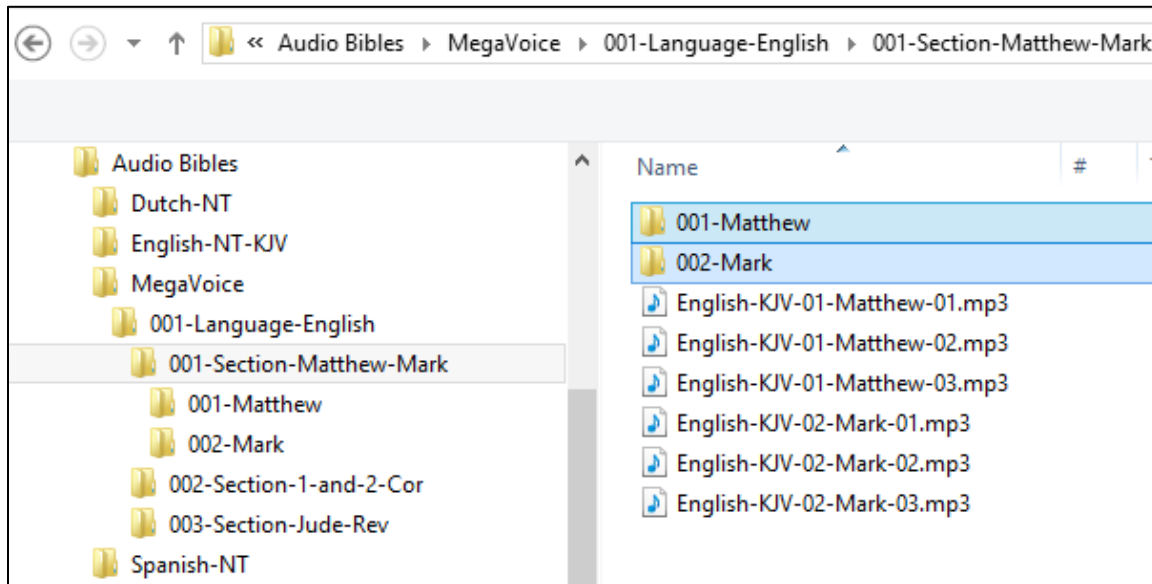
Now we will move the Chapter files to their respective "Book" folders. Highlight the Chapter files for Matthew (3 of them in our example) and move them to the "001-Matthew" folder. Highlight the Chapter files for Mark (3 of them) and move them to the "002-Mark" folder.
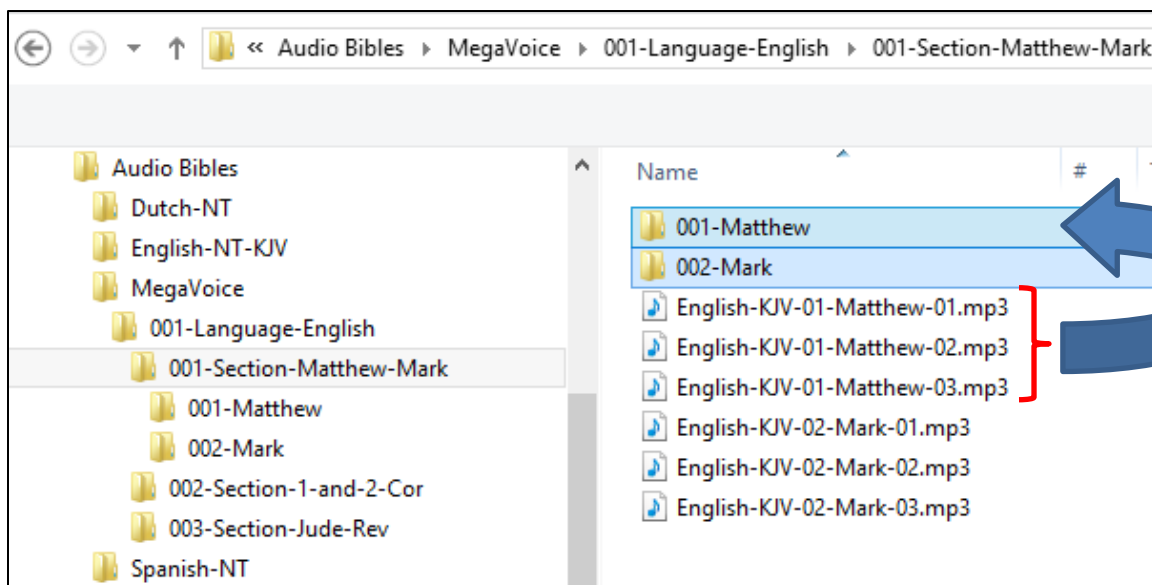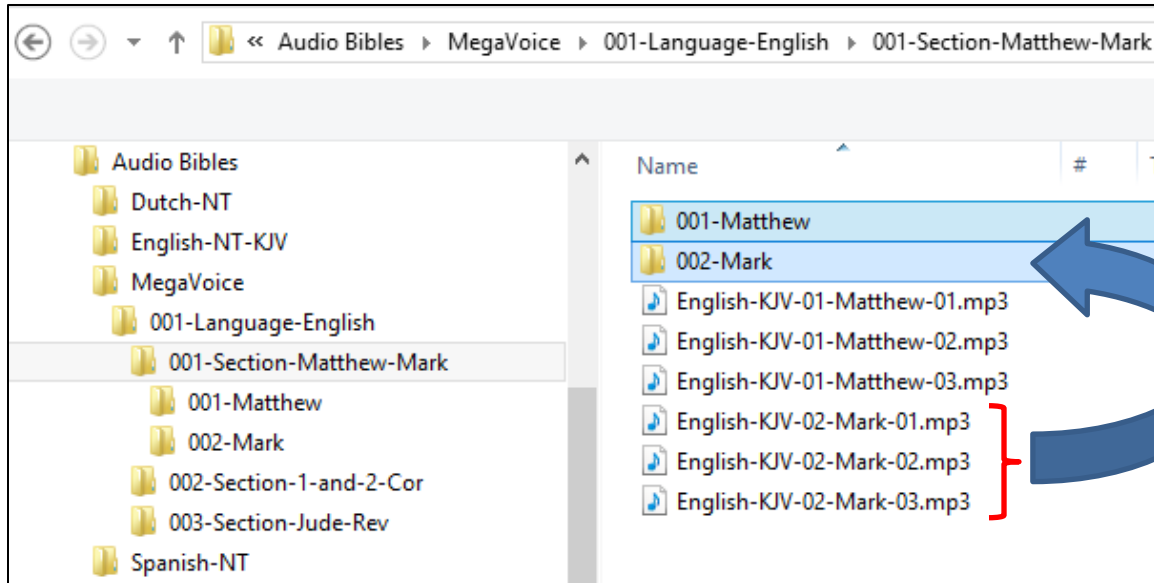
Let's repeat the above process for the next Section, "002-Section-1-and-2-Cor". Because 1 Corinthians is the first Book in this Section, create folder "001-1-Corinthians". And create "002-2-Corinthians" for the second Book.
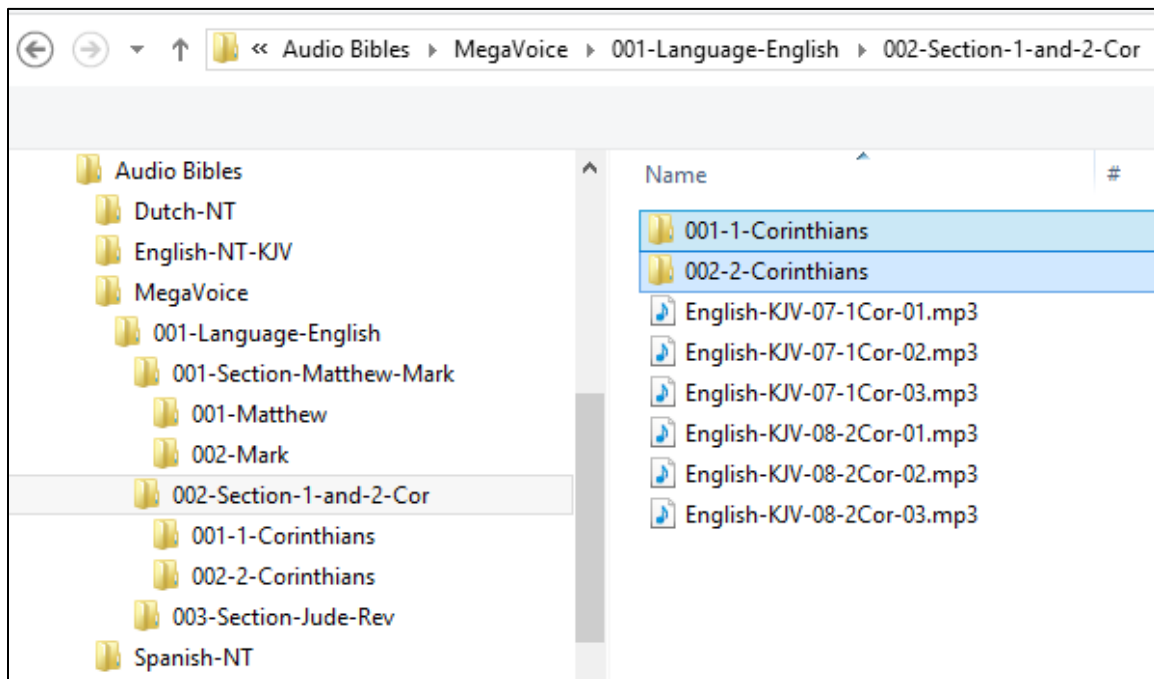
Again we will move the Chapter files to their respective "Book" folders. Highlight the Chapter files for 1 Corinthians (3 of them in our example) and move them to the "001-1-Corinthians" folder. Highlight the Chapter files for 2 Corinthians (3 of them) and move them to the "002-2-Corinthians" folder.
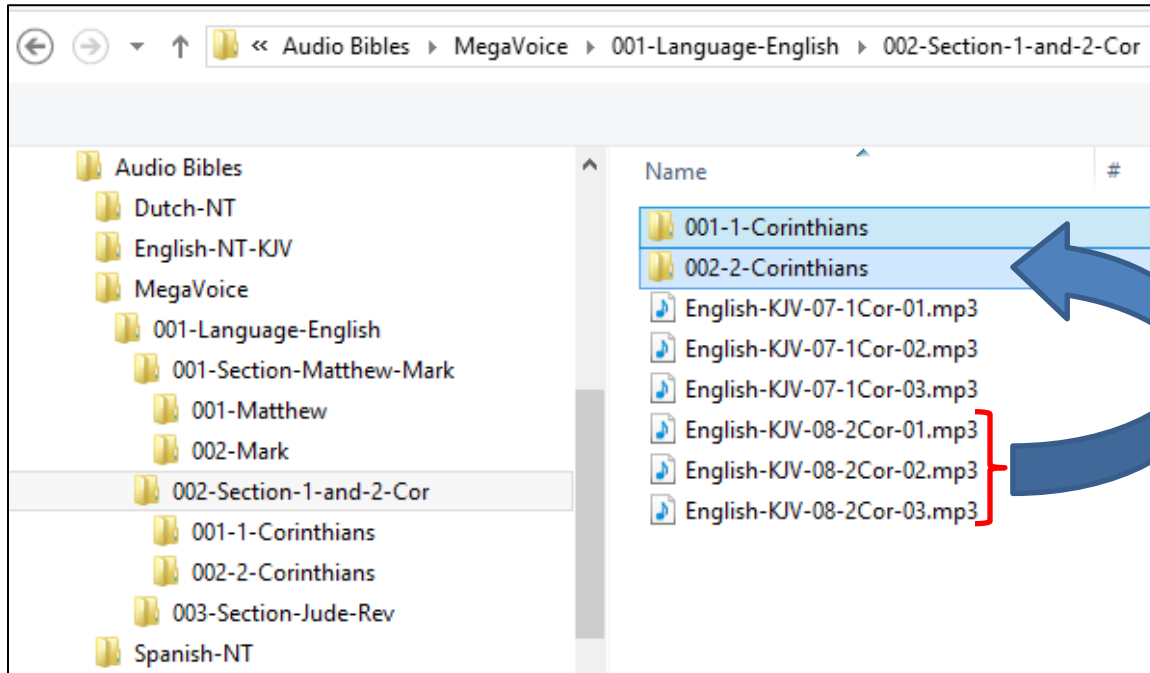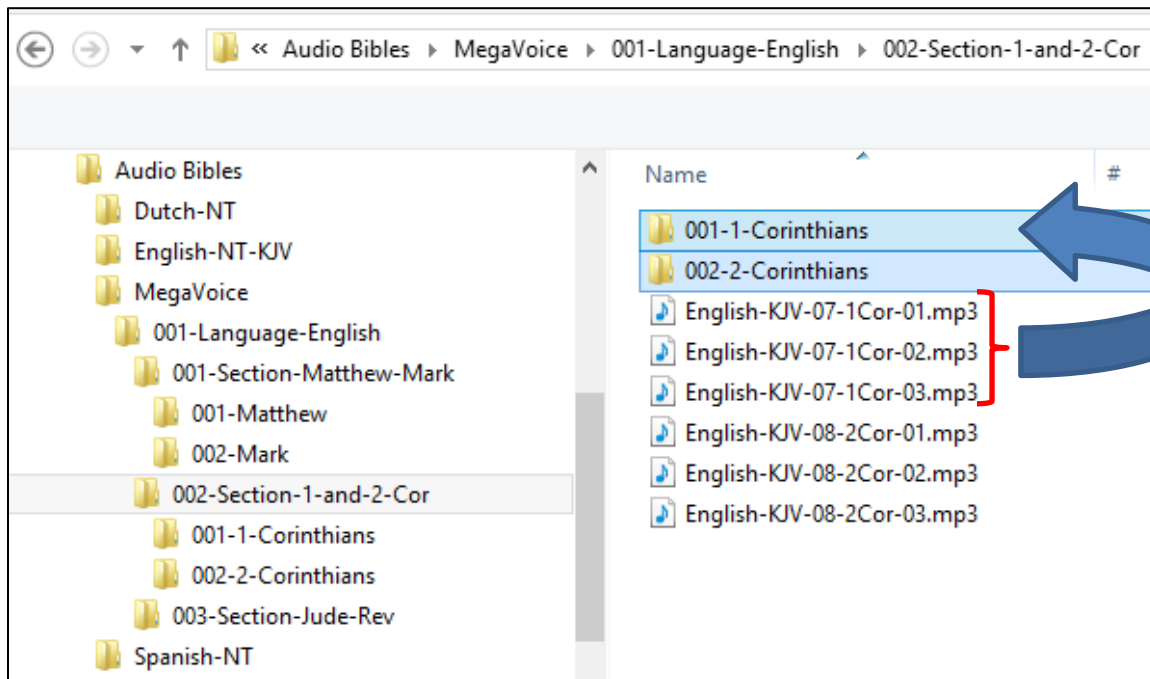
And finally, repeat the process for the third Section, "003-Section-Jude-Rev". Open the folder and create a Book folder for Jude, "001-Jude" and create a folder for Revelation, "002-Revelation".
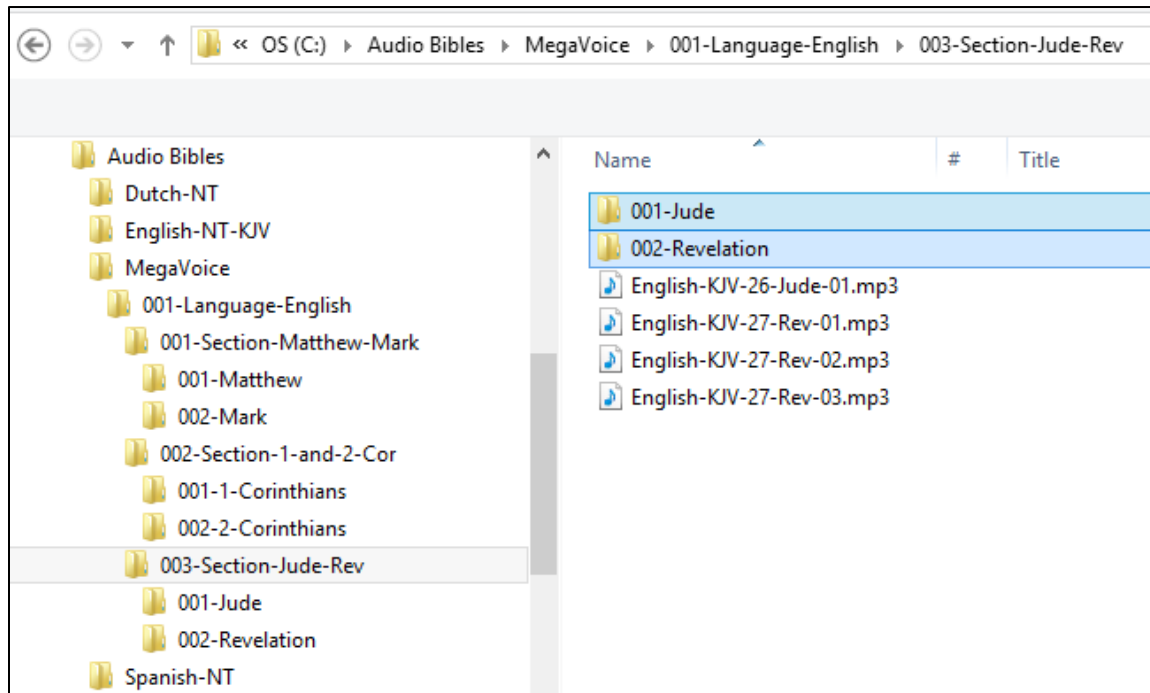
Let's move the Chapter files to their respective "Book" folders for Section 3. Highlight the (only) Chapter file for Jude and move it to the "001-Jude" folder. Highlight the Chapter files for Revelation (3 of them) and move them to the "002-Revelation" folder.
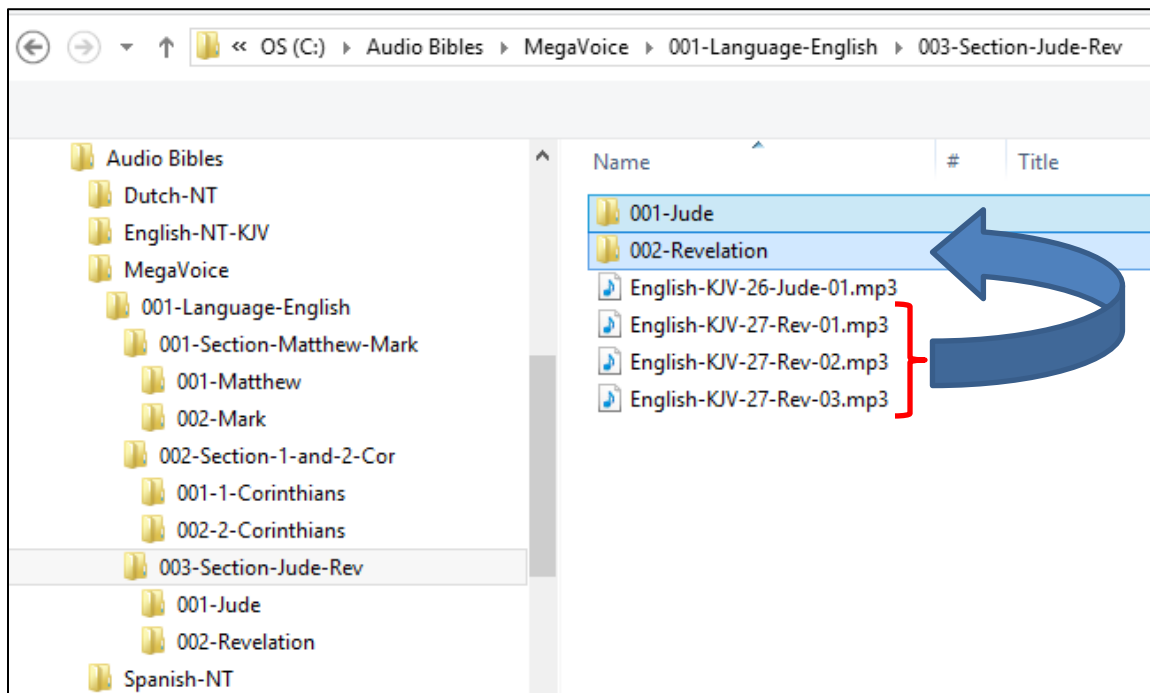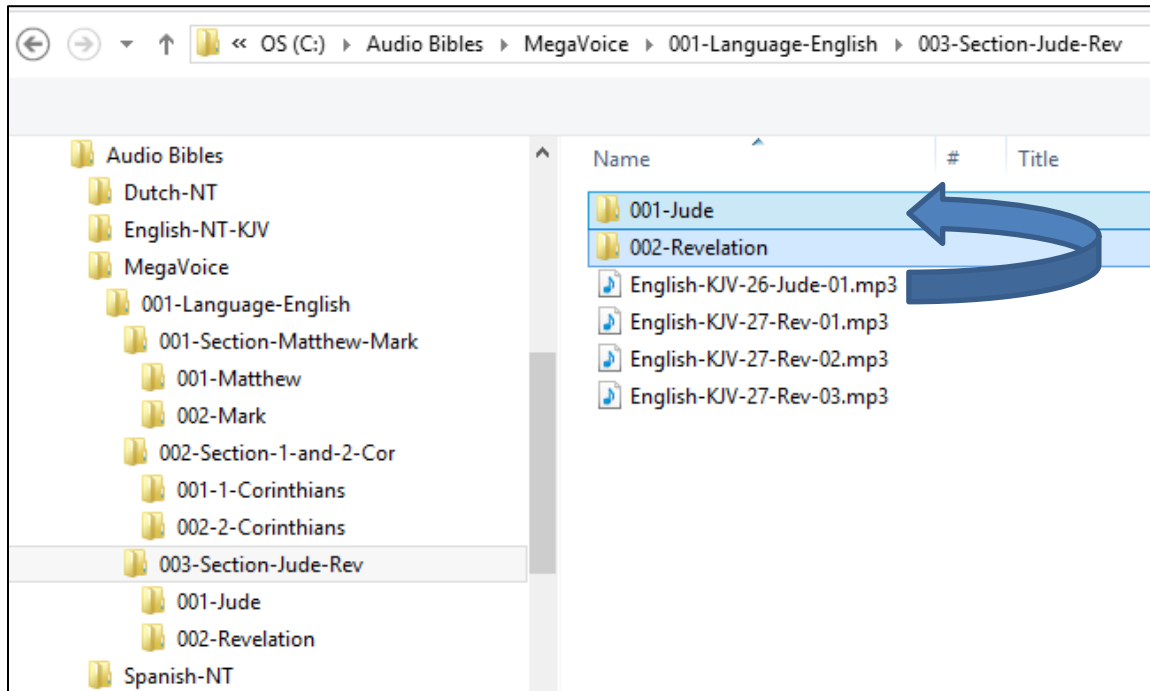
Verifying the Intermediate Folder Structure

Let's verify what we have so far. Using names that were a combination of the required 3-digit sequence number and a meaningful name should make this easy.

Within our Audio Project Folder "MegaVoice" we should only have <u>one</u> folder which is our Language folder.

Within the Language folder we should only have our three Section folders.

Within each Section folder, we should only have Book folders and they should be the Books relevant to that particular Section.

Within each Book folder we should have the relevant Chapter (MP3) files for that Book. The Book folders are the <u>only</u> place in the Audio Project Folder where MP3 files are present.
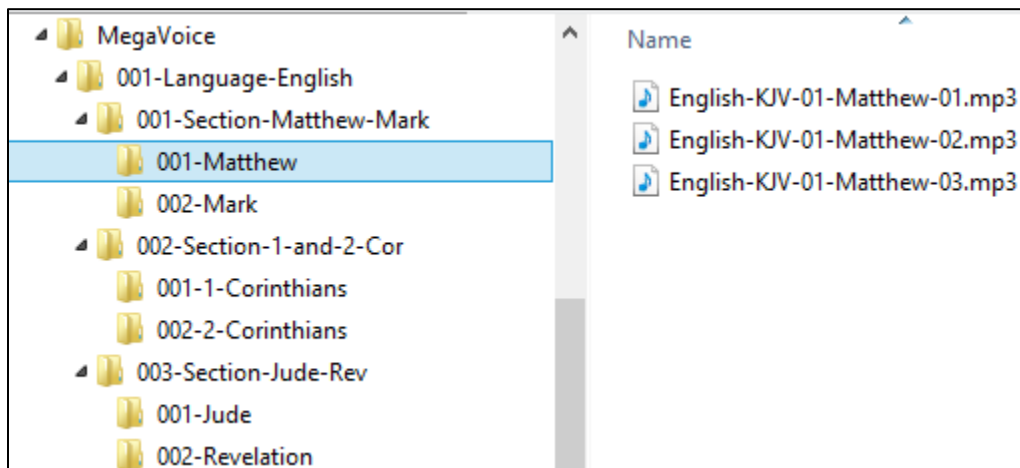
Renaming the Folders

Now that we have validated our folder structure along with the contents of each, we need to rename our folders to the required 3-digit names.

Because our example is a very simple one, we could easily do this manually using the File Explorer on our PC or Mac. But since most audio projects will have hundreds of audio files spread throughout very many folders that could be quite a tedious task and prone to error.

MegaVoice recommends a free file renaming utility that you can install on your PC or Mac. It can be used to rename either files or folders. If you need it, download and install the software.

http://sourceforge.net/projects/freefilerenamer/

We'll demonstrate how to use this utility to rename our folders. Because the audio files (MP3) were already named so that they sorted correctly, they can be left as they are.

Important: Before renaming the folders, MegaVoice recommends that you make _another_ backup your audio folder. Preserving the longer meaningful names can help later when trying to troubleshoot problems caused by audio files getting accidentally misplaced in the wrong folders or if there is a need to change the structure.
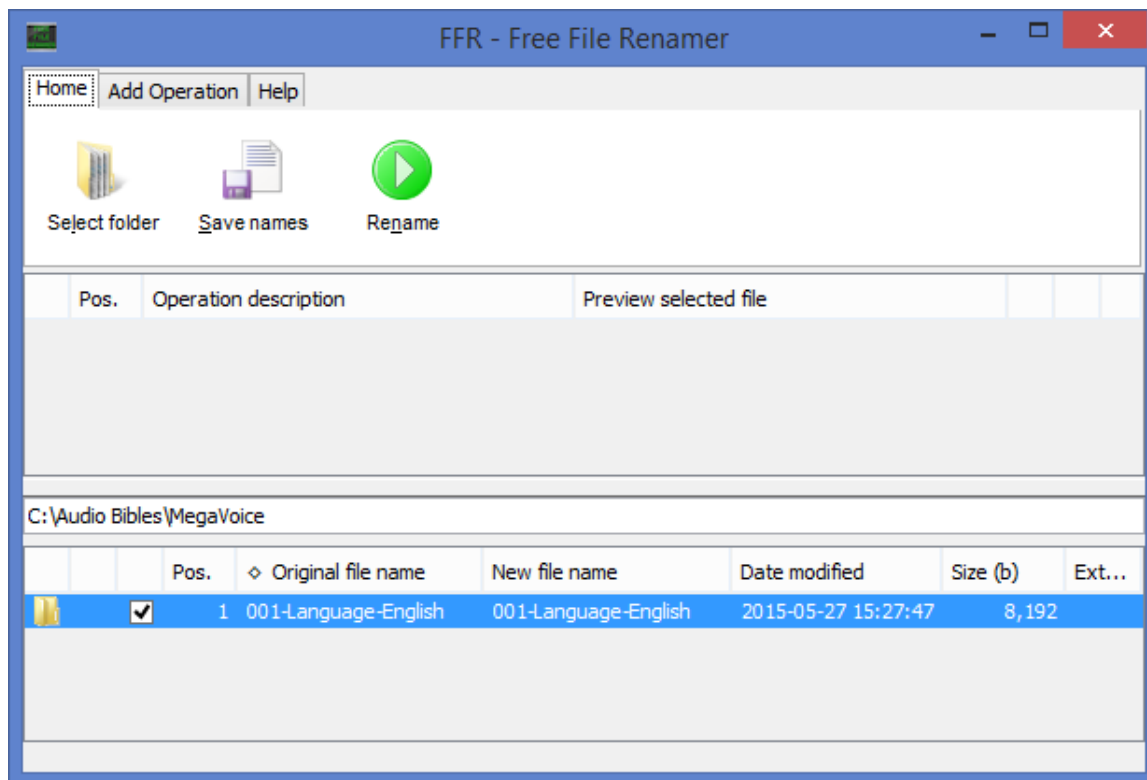
Let's get started. The first thing we need to do is to identify the folder(s) we wish to rename. Free File Renamer can only rename files or folders in a single folder at a time.

On the main screen, make sure you are on the "Home" tab. Click the "Select folder" icon.
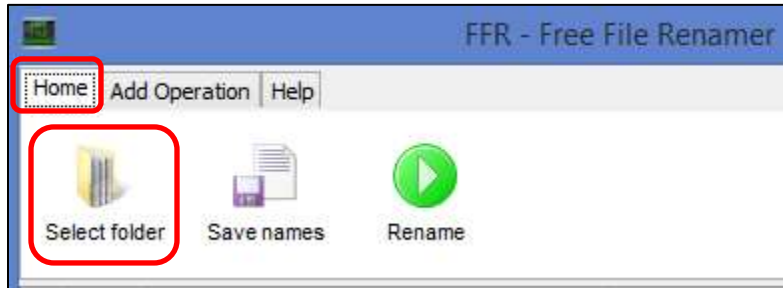
The "Open" dialog appears. We can rename our folders in any order desired. Let's start with the Book folders in each Section folder, followed by the Section folders and finally the Language folder. Navigate to \Audio Bibles\MegaVoice\001-Language-English folder. Highlight the first Section folder "001-Section-Matthew-Mark" and click "Open".
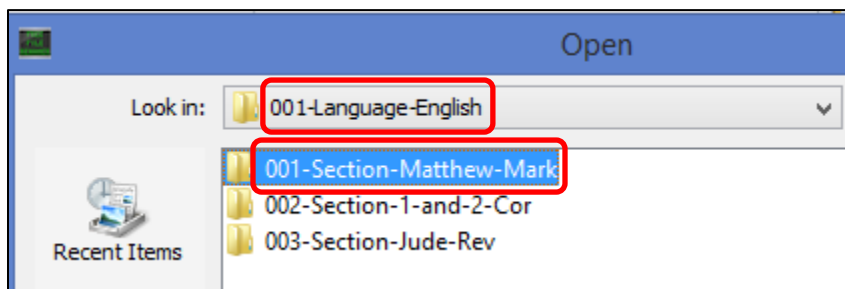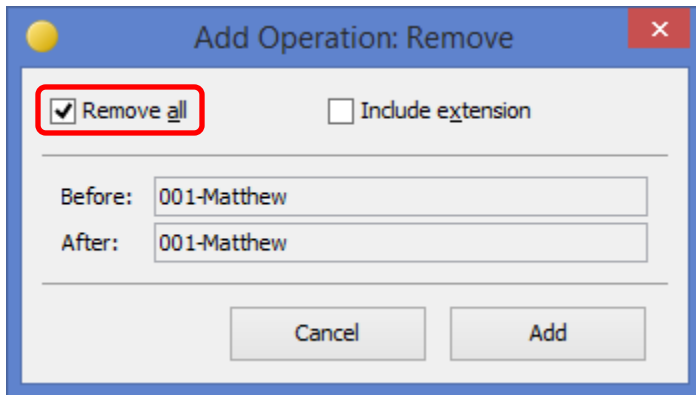
In the selected Section folder, we should see the 2 Book folders, "001-Matthew" and "002-Mark".
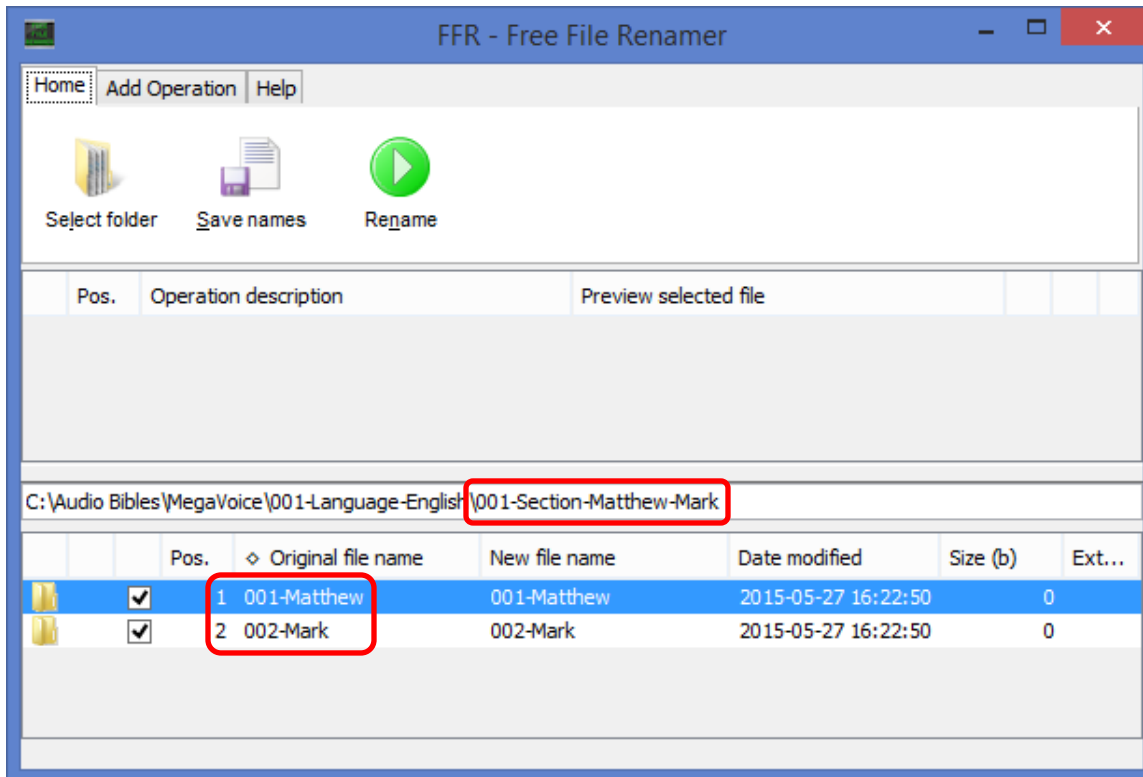
Now let's define the rules for how we want to rename all the relevant folders. Go to the "Add Operation" tab and click the "Remove" icon.
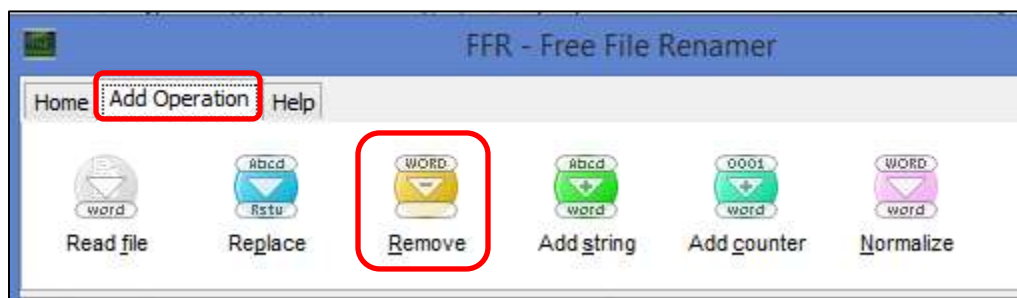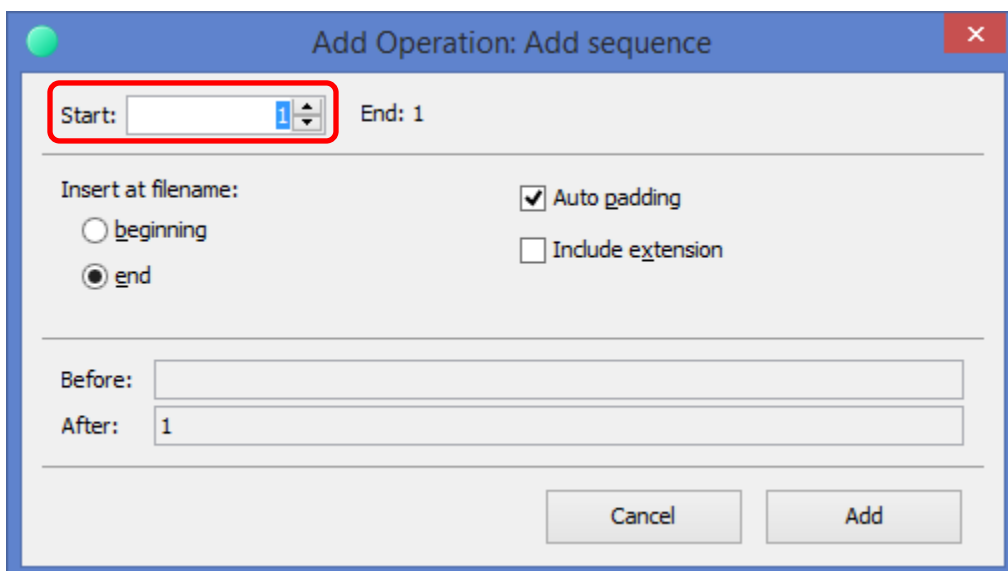
The "Add Operation: Remove" dialog appears. Make sure "Remove all" is checked and click the "Add" button.
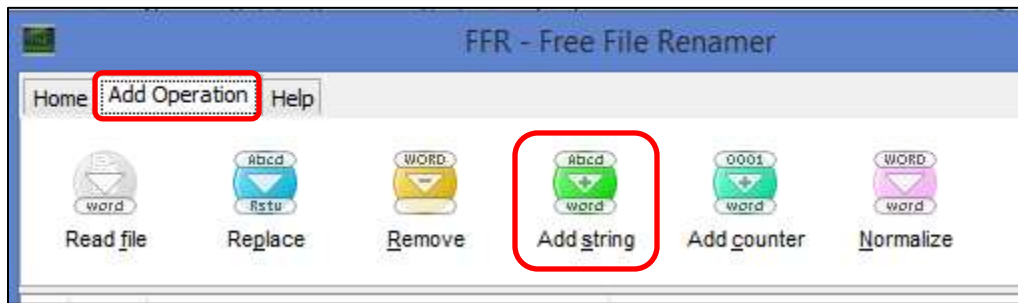

Making sure we are still on the "Add Operation" tab, click the "Add counter" icon.

The "Add Operation: Add sequence" dialog appears. Change the "Start" field to "1". Leave the rest of the fields to default and click the "Add" button.

Still on the "Add Operation" tab, click the "Add string" icon.

The "Add Operation: Add string" dialog appears. Here we are going to determine how many leading zeroes to add. Note that this must be a "per folder" determination. If there are fewer than 10 folders to rename (in the currently selected folder), type "00" (2 zeroes) in the first field. But if there are 10 or more, type a "0" (single zero) in it. Once you set that value and click anywhere else on the dialog, the "Before/After" display at the bottom of the dialog will show you the results. Click the "Add" button.
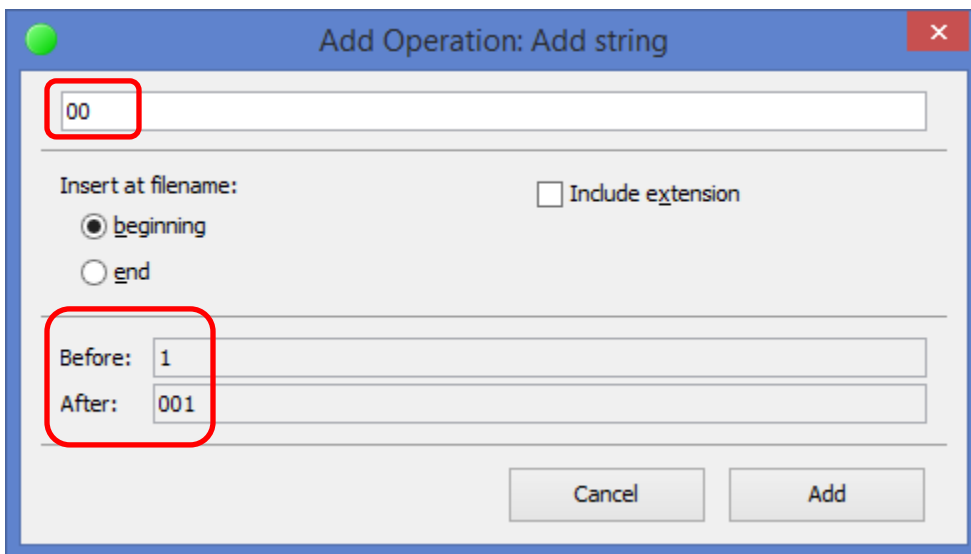
We have now added the "operations" necessary to rename the 2 Book folders. Returning to the main screen, we see the 3 operations we added listed in order. We can also verify that our operations are correct by comparing the "Original file name" column against the "New file name" column in the list at the bottom of the screen. In this case, the "001-Matthew" folder will be renamed to "001" and "002-Mark" will be renamed to "002" – exactly what we want.
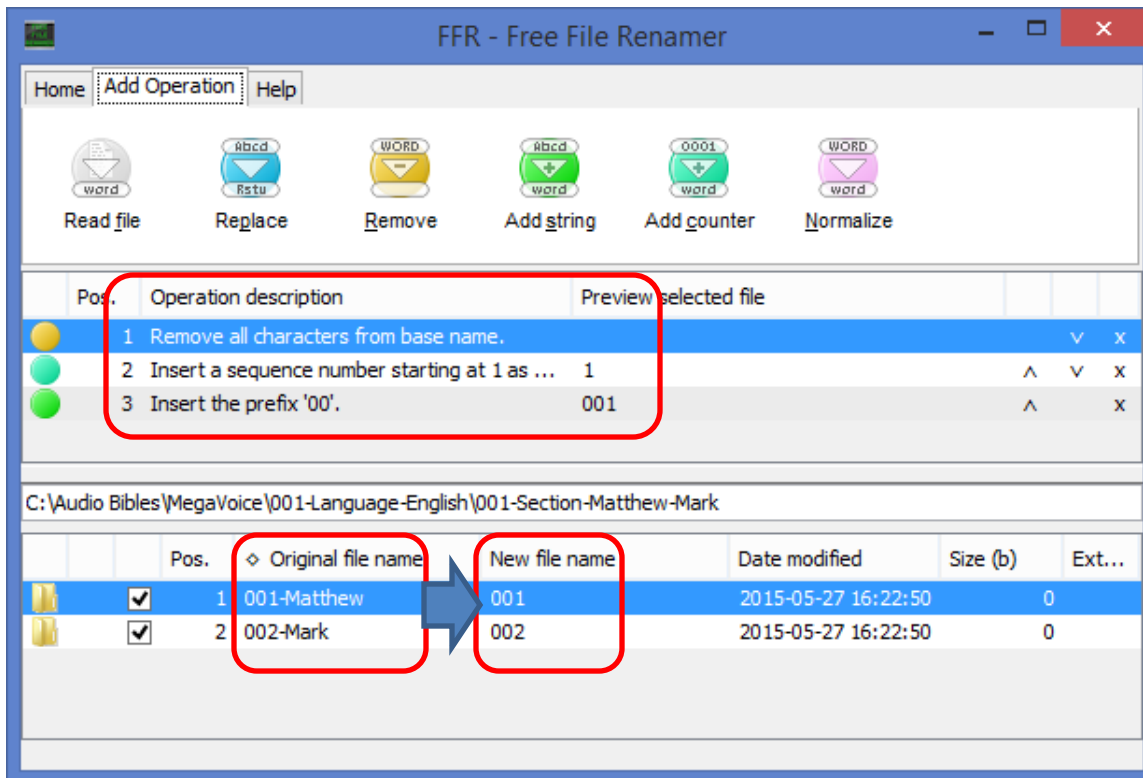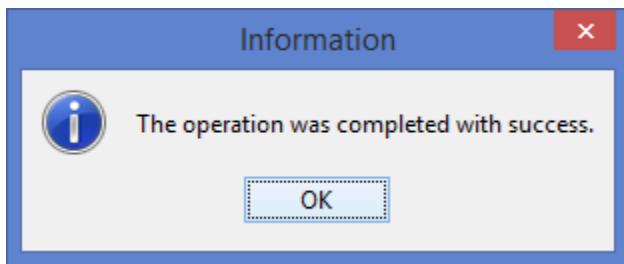

Click on the "Home" tab, and then click the "Rename" icon.
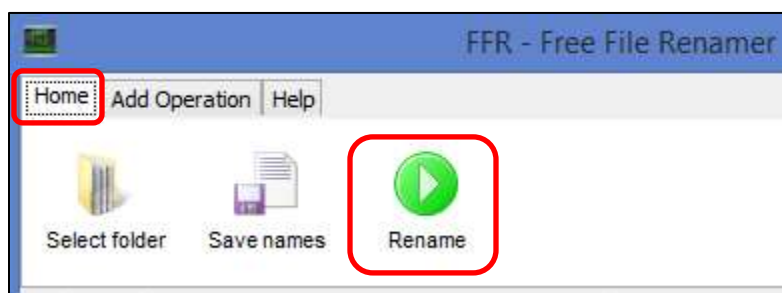
The "Confirm" dialog appears. Click the "Yes" button to execute the rename.
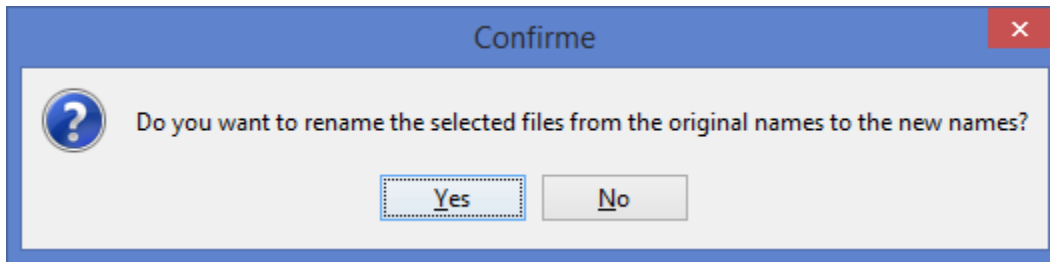
The "success" dialog will appear. Click the "OK" button to continue.

Because the utility *remembers* the renaming operations, all we need to do now is to select the next Section folder (002-Section-1-and-2-Cor) and simply click the "Rename" icon. Repeat this process for the remaining Section 003-Section-Jude-Rev, for the Language folder to rename the 3 Section folders and finally the Audio folder "MegaVoice" to rename the single Language folder.
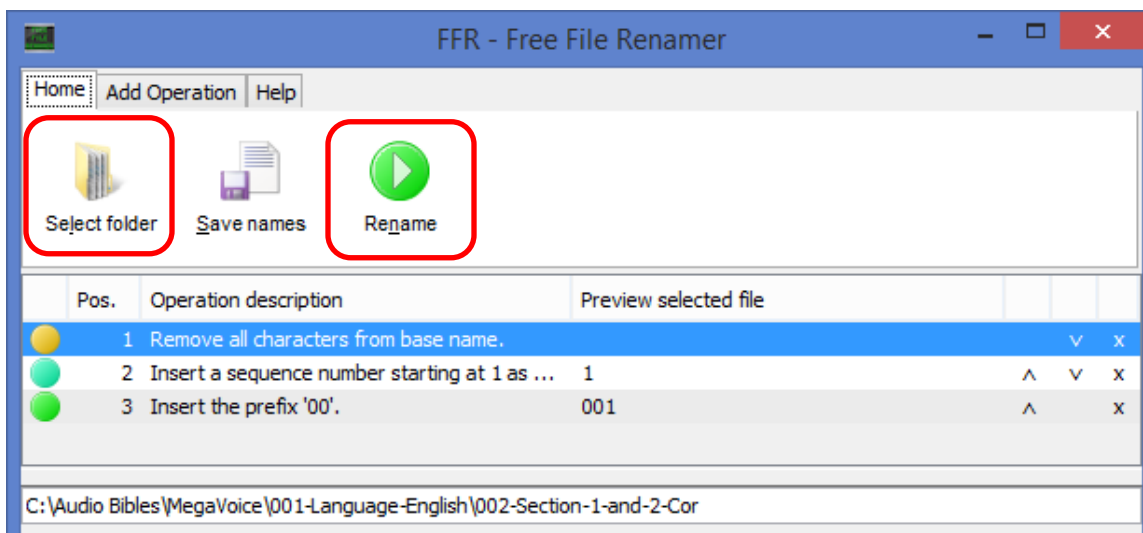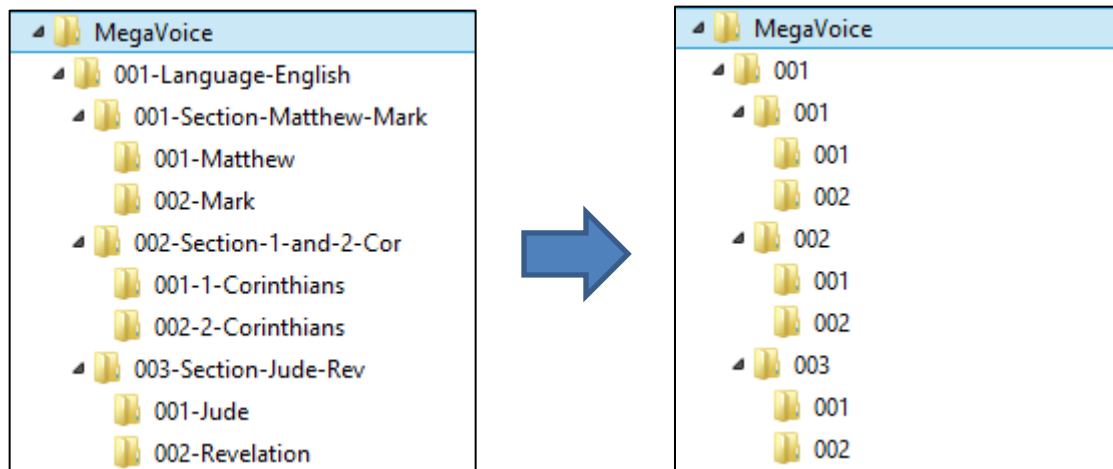
Once we have renamed all the folders in the MegaVoice audio project folder…

This…   Should look like this.

We are ready to load our audio project folder to the Envoy S.

Loading audio files to the Envoy S
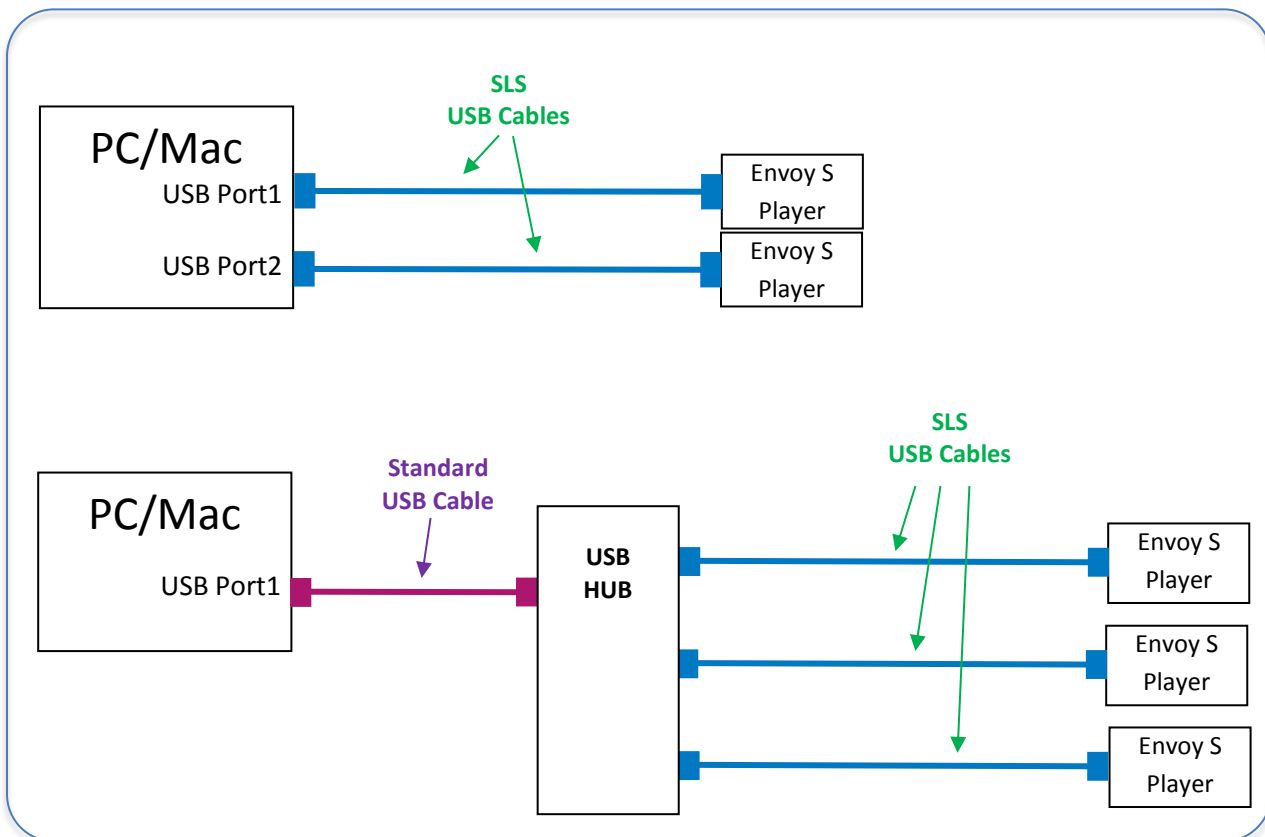
Connecting the players

To load your audio files to the Envoy S, you must use the SLS (Smart Loading System) software program provided by MegaVoice.

You may program multiple players at a time, using either multiple USB ports on your PC/Mac or by using a USB expansion HUB. MegaVoice recommends using USB 2.0 (or higher) powered HUBs, directly connected to the computer (not daisy-chained), and with up to 7 players connected per HUB.

Important: SLS USB cables must be used to connect the players to the PC/Mac. Standard USB to mini-USB cables will not work. When connecting players using a USB HUB each player must have its own SLS USB cable.

See illustration below:

Figure 8: USB connection diagram

Start the SLS software program and connect each player to the computer with an SLS USB cable. Follow these steps to program the player(s):

① Select the player(s) to be programmed

② Select the audio project <u>folder</u> containing your MP3 files; do NOT select individual Section//Book folders or files

③ Click the Start button

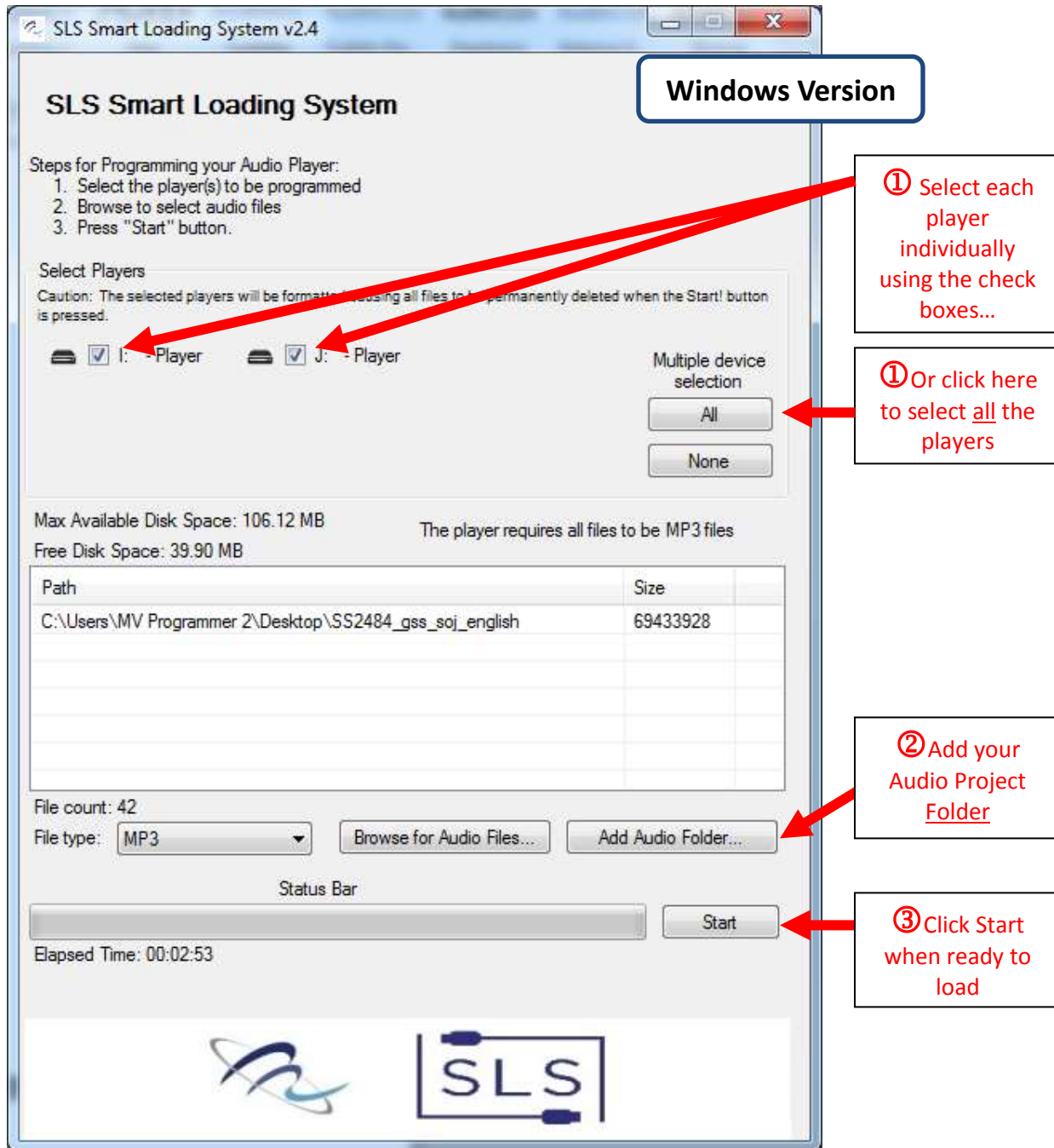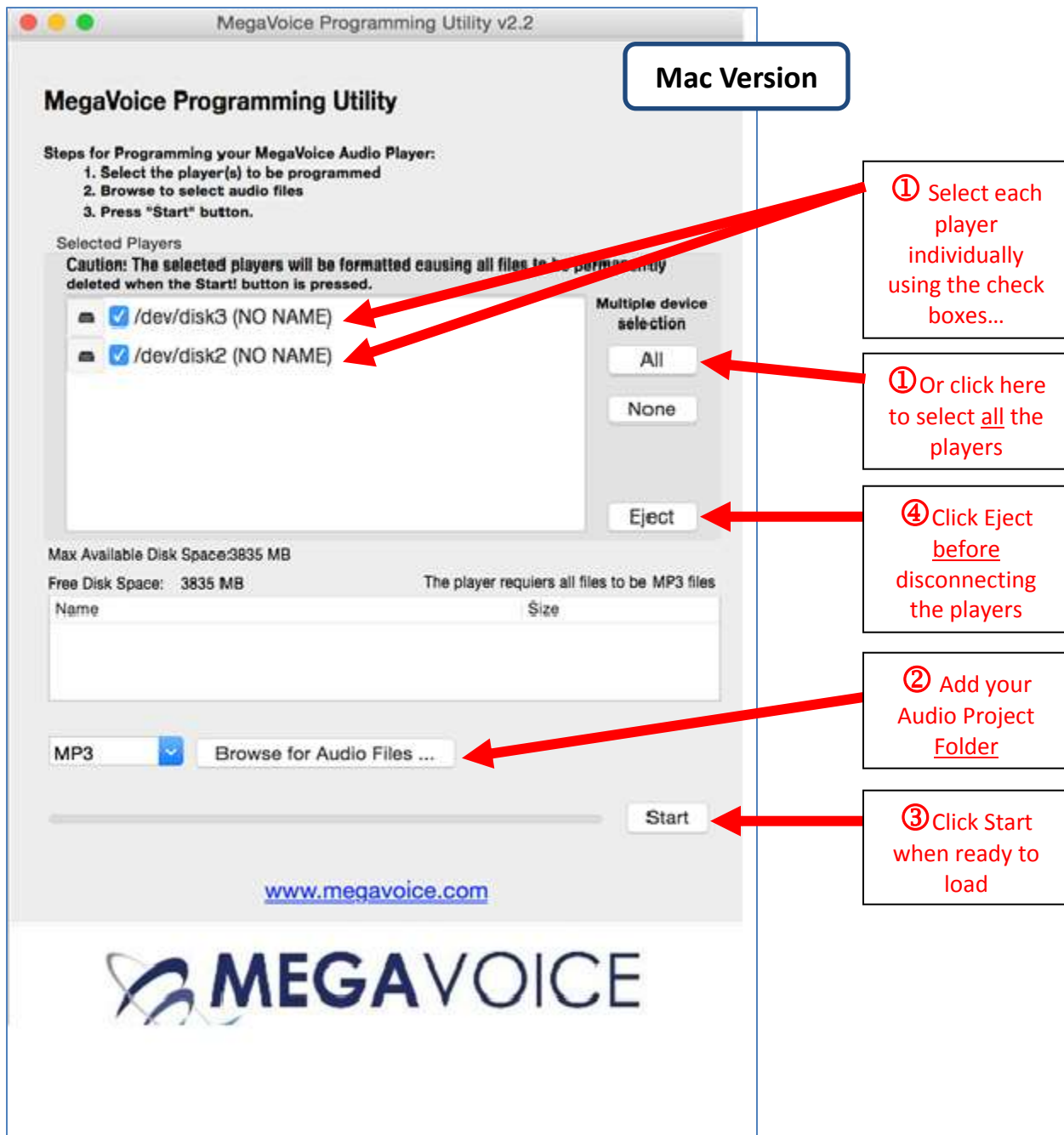**Figure 9: SLS programming screen for Windows**

Important notes regarding the Mac version:

1. The "Browse for Audio Files" button should be used to select your audio project _folder_ – _not_ individual Section/Book folders or files.
2. Clicking on the "Start" button may require username/password. If so, use the Mac username/password.
3. Players _must_ be ejected _before_ they are disconnected from the Mac (the Eject button).

Listen to the message

After disconnecting each player, you can listen to the message by holding down the ON/OFF button for one second and your message should begin to play automatically. If it does not, see the Section on Troubleshooting at the end of this document.

Figure 11: On/Off button

Technical Support

The MegaVoice web site: http://megavoice.com/contact/

Troubleshooting

Symptom	Cause/Solution
Unit LED does not light up when connected to the computer	*USB port has not been initialized.* • Switch to a different USB port *USB HUB is not working* • Make sure the HUB has power • Make sure all USB cables are properly connected *SLS USB cable might be faulty* • Replace with a working SLS USB cable • Try connecting a different player • Replace the SLS cable with a regular USB charging cable. If the player lights-up, the SLS cable is faulty. *Player is turned off* • Turn the player on *Player is faulty* • Replace the player
Unit LED flashes quickly when first connected to the computer with a USB cable.	*Low Battery* • Leave the unit connected to the computer through the USB cable for 1-3 hours to recharge. • If the unit registers as 'connected' through the SLS software, you don't have wait until it is charged in order to load audio. • You can also charge the unit with a power charger.
Unit does not respond or register when connected to the computer with the SLS cable	*Player may be frozen* • Press the Power button for 10 seconds, until the player resets *USB port has not been initialized* • Switch to a different USB port *SLS cable might be faulty* • Replace with a working SLS USB cable

Troubleshooting continued…

Symptom	Cause/Solution
Unit "locks up" during navigation	*Improper folder layout* Check that • The "001" Language folder exists • Section and Book folders are <u>inside</u> the Language folder • No folders are empty • Each "Section" folder contains at least one Book folder • Each "Book" folder contains at least one MP3 file • All folders are numbered sequentially beginning with 001 Reset the player (see "Resetting the player" below) if needed. If the folder layout was faulty, reload the player with the corrected folder layout.
Slow "write" speed when programming with the SLS software	• Mac version for SLS is considerably slower than the Windows version • Too many units connected through a single USB HUB We recommend using powered Hubs, with each HUB directly connected to the computer (not daisy-chained together) with up to 7 players connected per HUB. • Poor CPU power on your computer
Resetting the player	• Hold down the power button for 10 seconds. • If unsuccessful, reconnect to the computer with a USB cable and hold down the power button for another 10 seconds. • If unsuccessful, remove the black screw on the back of the unit and open the battery door. Remove the battery from the Molex connector. Try to reload the player before replacing the battery.